

**SNP Administrative Review Findings**

**Our Lady of Greenwood (K118)**

**Program Year 2024**

**Our Lady of Greenwood (K118)**

399 South Meridian Street  
Greenwood, IN 46143-1605

**Food Service Contact**

Mrs. Chris Crowe  
Cafeteria Manager  
(317) 881-1300  
Cafe@ol-g.org

**Executive Contact**

Mr. Kent Clady  
Principal  
(317) 881-1300  
kclady@ol-g.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: January 2024

**Verification - Our Lady of Greenwood (K118)**

207. SFA completed verification and verified applications on file match FNS-742.

**Summary of Verification Reviewed for SBOA**

7 CFR Part 245.6(a) requires that each School Food Authority properly select and verify a sample of the approved free and reduced-price applications on file as of October 1 of each school year.

Verification procedure used: Random, Alternate 1

Number of applications on file as of October 1: 19

Number of applications selected for verification: 1

Number of additional applications verified for cause: 0

Number of applications with no response: 0

Number of applications with changes: 0

Number of verified applications reviewed by state agency staff during the review: 1

**Corrective Action:**

**Based on the method and sample size selected, verification is considered complete, and no additional sampling is necessary.**

**Resource Management Comprehensive Review - Our Lady of Greenwood (K118)**

766. Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

**Finding 10141: Assessment of Non-Program Foods Revenue/Cost Ratio**

The SFA did not assess its compliance with the revenue from non-program foods requirements 7 CFR 210.14(f).

**Corrective Action:**

The SFA must assess compliance with the revenue from non-program foods. **As corrective action, the SFA must complete the 5-day reference period using the non-program food revenue tool. Please submit the non-program food revenue tool with documentation to support the figures used.**

**Technical Assistance:**

The non-program food revenue tool to utilize for a reference period can be found at the following link:

<https://docs.google.com/spreadsheets/d/1yERVzWRoukH4jqhAQ-RFBhzMIWEKRyQB/edit#gid=1454493429>. Additional guidance can be found at the following link: [https://www.in.gov/doe/nutrition/financial-management/#Revenue\\_from\\_Non\\_Program\\_Foods](https://www.in.gov/doe/nutrition/financial-management/#Revenue_from_Non_Program_Foods).

**General Program Compliance - Our Lady of Greenwood (K118)**

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

**Technical Assistance - Wellness Policy Assessment**

The SFA is reminded to use the most recent evaluation tool when reviewing the local Wellness Policy. The Triennial Assessment can be found at <https://www.in.gov/doe/files/triennial-assessment-template.pdf>.

SNP Administrative Review Findings

Our Lady of Greenwood (K118)

Program Year 2024

**Our Lady of the Greenwood (B535)**

399 South Meridian Street  
Greenwood, IN 46143-1605

**Food Service Contact**

Mrs. Chris Crowe  
Cafeteria Manager  
(317) 881-1300

Month of Review: January 2024

Date of Onsite Review: February 29, 2024

**Meal Components & Quantities - Our Lady of the Greenwood (B535)**

401. *Day of Review- all meals observed and counted for reimbursement contained all of the required meal components*

**Finding 9000: Serving Size of Components not measured**

Staff preparing entree item did not measure the meat/meat alternate to ensure they provide the correct serving size required according to the recipe, while also ensuring they provide the minimum serving size required for meal pattern requirements.

**Corrective Action:**

The SA provided technical assistance regarding this finding, explaining meal pattern requirements and the importance of providing consistent, compliant servings to all students. The SFA will begin using a portion sized scoop when making this recipe in the future. **If fully implemented as discussed, no further action is required.**

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9000: Meal Pattern**

Pre-K and Kindergarten students were served following the CACFP meal pattern for lunch. Kindergarten students must be provided meals following the K-5 or K-8 meal pattern.

**Corrective Action:**

Pre-K students are co-mingled with kindergarten, first, and second grades during lunch. The SFA has decided to use the K-8 meal pattern and include Pre-K since they are co-mingled. One meal pattern will be used to serve all students. **Please provide one week of production records showing meals are provided to all using the K-8 meal pattern for all students.**

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 10133: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and or Milk were planned or served during the Menu Certification week**

The meal pattern has requirements that must be met both daily and weekly for all components. During the review of planned menus for the menu certification week, there were insufficient serving sizes offered for meat/meat alternates for lunch. Daily requirements were met but weekly minimum requirements were not.

**Corrective Action:**

**As corrective action, provide revised menus showing the meal pattern is met for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.**

**Technical Assistance:**

The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

Meal pattern requirements can be found here: <https://www.in.gov/doe/nutrition/national-school-lunch-program/>.

**SNP Administrative Review Findings**

**Our Lady of Greenwood (K118)**

**Program Year 2024**

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 10139: Production Records**

The following issues were noted with production records: production records did not detail all choices offered within one or more meal components, production records were incomplete, portions sold a la carte were not separated from portions served in the reimbursable meal, and serving sizes were not recorded for all foods served.

**Corrective Action:**

**As corrective action, completed breakfast and lunch production records for one week must be submitted to the State Agency, showing all required information is being accurately recorded.**

**Technical Assistance:**

The SFA was provided technical assistance regarding how to accurately complete production records.

500. *Day of Review- Offer vs. Serve was properly implemented*

**Technical Assistance - CNPweb details (OVS and Meal Pricing)**

The SFA is reminded to ensure information entered into CNPweb is accurate. During the on-site review, the SA made the necessary updates regarding OVS at breakfast and the pricing of reduced meals at breakfast and lunch.